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DEC 16 1954

TO: General Counsel  
Director of Security  
Chief, Medical Staff

SUBJECT: Working Group on Medical Claims

REFERENCE: Memorandum from C/MS to AD/P, Subject: Appointment of Claims Board, dated 21 October 1954

1. This Office has given thorough consideration to the referenced memorandum. It is our opinion that the establishment of an advisory group similar to that recommended by the Chief, Medical Staff would be desirable and could be most beneficial to all offices concerned in effecting the settlement and/or disposition of claims arising out of the illness, injury or death of Agency personnel. Regulations controlling the handling of such claims are presently contained in agency Regulation [REDACTED] which is being rewritten for publication as [REDACTED] Compensation for Illness, Injury or Death.

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2. It is my desire to establish a temporary advisory group substantially as recommended by the C/MS. I have designated Mr. [REDACTED] of this Office to be Chairman of this group and have instructed him to coordinate the establishment of the group with the various offices concerned. This group will serve in an advisory capacity to me in providing the advice and assistance described in the pertinent regulations. It is my belief that this group can present a coordinated view on the various technical aspects of claims in a much briefer period of time than is presently consumed by individual office coordination, while concurrently reducing the amount of work-time devoted to this subject within your individual offices. The Chairman can then make a recommendation to me to approve or disapprove individual cases without further consultation with your offices, unless new issues are raised.

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3. In this respect, it is manifest that in order to accomplish the above purposes, the representatives you designate must be in a position to speak with finality on this subject for your respective offices. I agree with the C/MS that this group should not require office head participation. I further believe that the group should be composed of those individuals at the working level who have handled these cases in the past and are most familiar with the technical aspects of the subject matter. If, after a reasonable period, it is found that this group is fulfilling the requirements and accomplishing the purposes described above to our satisfaction, consideration will be given to establishing this procedure on a permanent basis.

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4. In order that this advisory group may be established as quickly as possible, it is requested that each office concerned submit to this office the name of its representative by 15 December 1954. The first meeting of this group will take place on or about 5 January 1955, in the Office of Personnel Conference Room, 29-223 Curie Hall at which time the specific details of operation for the group may be discussed by our various representatives. A definite time and date for the meeting will be announced.

5. It is requested that pending cases now in your offices not be delayed until this group is established, but rather that those cases be expedited as quickly as possible.

RECORDED

HARRISON G. REYNOLDS  
Assistant Director for Personnel

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